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## SHARE Finance & Policy Committee Minutes

Wednesday, July 19, 2023

10:00 a.m.

### Call Meeting to Order

The meeting was called to order at 10:10 a.m. by chair Miranda Shake.

### Roll Call

Members present in person: *Janet Cler, Amanda Doherty, Betsy Mahoney, Jill Pifer, Miranda Shake, and Diane Yeoman.*

Members absent: *Esther Curry.*

Others present in person: *Danielle Beasley, Jace Cook, Rhonda Johnisee, Dena Porter, and Cassandra Thompson.*

### Approval of May 10, 2023, Minutes

A motion and second were made to approve the May 10, 2023, minutes. Motion carried unanimously by roll call vote.

### SHARE Update

McNaughton Book Leasing gained one new participant for FY2024. All participants from FY2023 have remained in the program.

Scott Air Force Base Library has switched to the new ILS and has asked if they would be allowed one renewal per item if there are no holds, as patrons have expressed needing more time. Library staff will have to check Polaris before approving the renewal in their new system.

The SHARE Circulation and Resource Sharing Committee has a new opening. The committee member that was poised to become chair had to step down due to a job opportunity, leaving the seat open and the position of chair up for consideration.

Aspen implementation has begun, and database cleanup is the priority for SHARE cataloging staff. Letters to library directors will be sent with information on relevant reports needed and preparations to be done for the project.

“The 10 Commandments of Circulation” have been replaced with “How to SHARE: Four Rules of Circulation.”

cloudLibrary now has Kids Mode for the app. The web patron interface has also been updated. The SHARE Resource Sharing Specialist was able to allocate funds to reduce hold ratios due to the start of the new fiscal year.

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The affiliate expansion program has gained two school libraries, and the program will be promoted more as schools return in August and September.

East St. Louis Public Library has a new director in place. SHARE and IHLS staff are helping with the transition, and the library will be open for sharing resources soon.

The Illinois Library Association (ILA) will be hosting a reception for the tenth anniversary of eRead Illinois at the ILA Annual Conference in October.

### **New Business**

- **SHARE Financial Statement Review** – The presented figures were delivered prior to the annual audit conducted by Scheffel Boyle. Final numbers for FY2023 will be presented to the committee after the auditing process is complete. The IHLS Finance Director presented the SHARE Statement of Revenue and Expenditures to the committee. For services and materials, fees were 2.92% short of the amount budgeted for a total of \$1,441,910.74. Illinois Funds performed very well over the fiscal year. For June, the investment income earned totaled \$9,883.80. The \$1,000,000.00 that was transferred to Illinois Funds accrued a total of \$80,348.88, which was \$79,673.88 over the budgeted amount for FY2023. Operating expense actuals were below the budgeted amount by 8%. The total revenue expenses were under by \$215,525.02.

The Statement of Net Position shows a cash and cash equivalents of \$2,410,880.16. The reserve fund is at \$1,292,369.97, and the committed fund has a balance of \$46,777.66 for cloudLibrary purchases. The unrestricted fund totals \$1,071,732.53 and would fund SHARE 6.7 months based on the FY2023 budget, which would bring SHARE into January 2024.

- **Other** – None

### **Old Business**

- **Member Comment: Polaris Permissions** – A motion and second were made to send the Polaris Permissions Policy to the SHARE Executive Council for member vote. Motion carried unanimously by roll call vote.
- **FY2024 Aspen Fees** – Aspen fees for FY2024 will remain the price at which members signed up during the reservation period. If approved during the meeting, the FY2025 fee scale will be used to provide quotes for members interested in joining the Aspen project that were unable to sign up during the reservation period.
- **FY2025 Membership Fees**
  - **Director Survey Review** – A survey was sent to member library directors to get insight on preferred fee models. Responses were split between supporting a more inclusive fee scale with the latest technology included to allow all members access to the same services versus members who expressed concern over being priced out of membership. Given the number of responses expressing such concerns, the SHARE Director will bring light to the issue with IHLS administration.

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- **Cataloging Proposal** – Tabled until the next meeting.
- **Member Fee Scale Proposals** – The member fee scale has not increased in four years. While individual libraries may have seen changes in their fees, this is due to an increase in the library's revenue rather than in the member fee scale. SHARE will be operating in a deficit if fees are not increased. The reserve fund is intended to be used for a new system and cannot be used to help offset operation costs. Concerns were raised about the financial burden on small libraries, but the bottom line is that member fees must increase to allow SHARE to continue to provide services for the next 5+ years. The IHLS Board of Directors would also like to see all SHARE members have access to the same technology rather than creating a situation of the haves and have-nots.

The discussion focused on the different proposals provided by the SHARE Director. All proposals reflect the additional \$50,000.00 in contributions from IHLS in the calculations as well as fees for the SHARE Mobile Library app. The pros and cons of the different proposals were discussed.

A motion and second were made to adjourn for lunch at 12:00 p.m. Motion carried unanimously by roll call vote.

**The committee chair called the meeting back to order at 12:37 p.m.**

The discussion continued with two additional proposals. Between the two, an inclusive model offers more for members in terms of services while still being comparable to many of the other proposals financially. The committee selected two proposals that were the most favorable for further analysis. More data will be brought to the next committee meeting, which will compare current member fees as part of the new scale, so a more accurate understanding of the increases can be seen. Emphasis on the fact that member fees have not increased in four years will be made when announcing the final proposal, and the SHARE Director will reach out to the IHLS Membership team to discuss making sure that libraries are receiving all their intended revenues from their cities.

- **cloudLibrary Scale** – A new FY2025 fee scale is needed unless cloudLibrary fees are absorbed into an all-inclusive member fee scale. Tabled until the next meeting.
- **Aspen Scale** – For FY2025, the proposed Aspen scale was developed in an attempt to balance the need to meet the revenue minimum for the project while being cautious of the financial struggles many libraries are facing. More members could be invited to join Aspen for FY2024 based on the developed fee scale, which would also help offset the implementation costs. A motion and second were made to approve the FY2024 fee scale, to allow those who signed up for Aspen during the reservation period to proceed with the amount at which they committed, and to invite other members to join Aspen in FY2024 based on the approval of the scale. Motion carried unanimously by roll call vote.
- **Other** – None

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**Public Comment**

None

**Announcements**

None

**Next Meeting**

Wednesday, Aug. 23, 2023, at 10:00 a.m. via Zoom. The September meeting will be rescheduled at the next committee meeting due to a conflict with the Association for Rural and Small Libraries annual conference.

**Adjournment**

There being no further business to discuss, the chair adjourned the meeting at 2:21 p.m.

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